



DEPARTMENT OF THE ARMY
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS
CLOCK TOWER BUILDING - P.O. BOX 2004
ROCK ISLAND, ILLINOIS 61204-2004

CENCR Policy
Statement #022

CEMVR-SO (690-600)

08 September 1997

MEMORANDUM FOR DISTRIBUTION E

SUBJECT: Policy Statement for Severe Weather Conditions

1. This memorandum reiterates established policy on administrative dismissal of employees for severe weather conditions.
2. When severe weather conditions exist or are predicted, Rock Island District Headquarters' employees should monitor local radio and television stations for information pertaining to the District. If the District is closed, all local radio and television stations will be notified. Announcements pertaining to the Rock Island Arsenal DO NOT apply to Rock Island District. **UNLESS IT IS SPECIFICALLY STATED THAT THE ROCK ISLAND DISTRICT OR THE CORPS OF ENGINEERS IS CLOSED, THE DISTRICT WILL BE OPEN FOR BUSINESS.**
3. When severe weather occurs, each supervisor may use the discretion provided by 5 CFR 630.206 to grant up to one hour of excused absence to employees who are unable to report to work on time. A liberal leave policy will be authorized but still requires employees to request the leave and it must be approved by the appropriate supervisor. Decisions to grant additional excused absence, or group dismissal, will be made by the Commander or his representative on a case-by-case basis. **IF THERE IS ANY UNCERTAINTY WHETHER ROCK ISLAND DISTRICT HEADQUARTERS IS OPEN FOR BUSINESS, EMPLOYEES SHOULD CONTACT THEIR CHAIN OF COMMAND.**
4. At locations other than District Headquarters, the site supervisors, in coordination with their chain of command, will decide when and to what extent excused absence or group dismissal is warranted and will notify the employees by appropriate local means.

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JAMES V. MUDD
Colonel, EN
Commanding

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